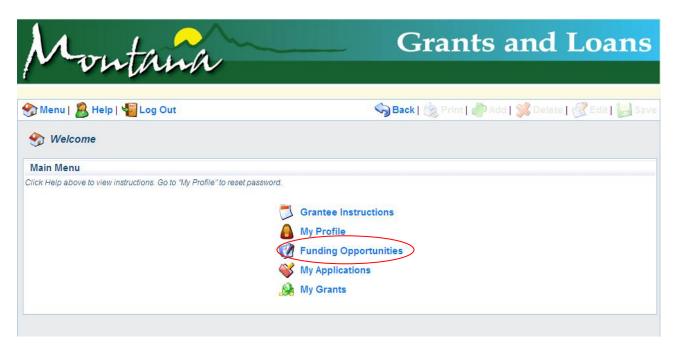
DNRC AIS GRANT APPLICATION – NEW – Instructions

1) Enter your User ID and Password to login to WebGrants https://fundingmt.org.



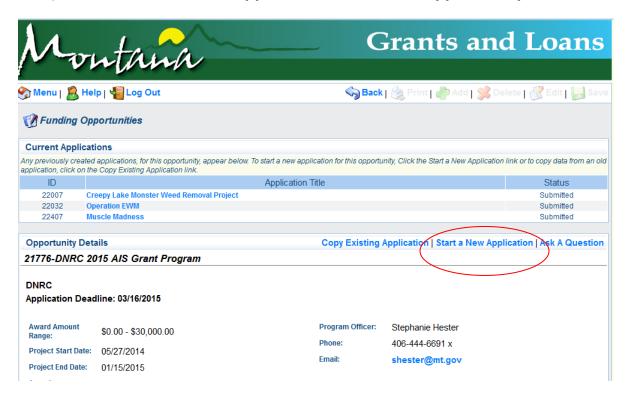
2) Click on "Funding Opportunities" to view the AIS and other State of Montana funding opportunities.



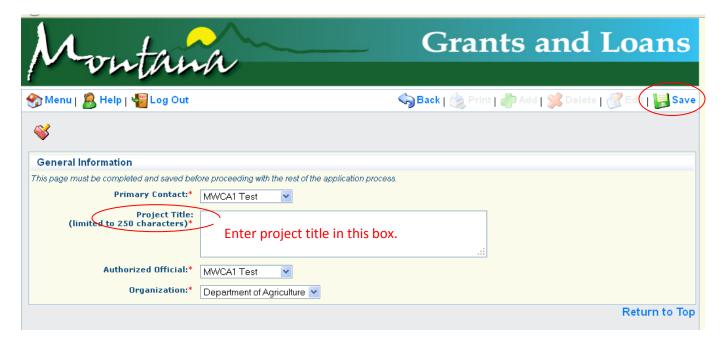
3) Click on "DNRC 2015 AIS Grant Program" in the Title column.



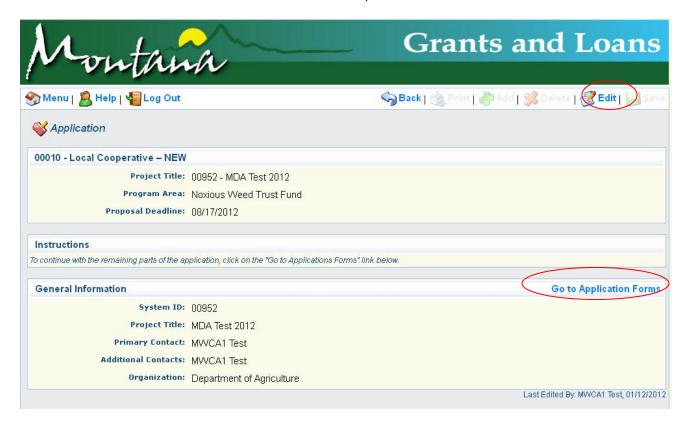
4) Click on "Start a New Application" to start the application process.



5) Enter the name of the project in the "Project Title" text box. Then click on "Save" (at the top right).

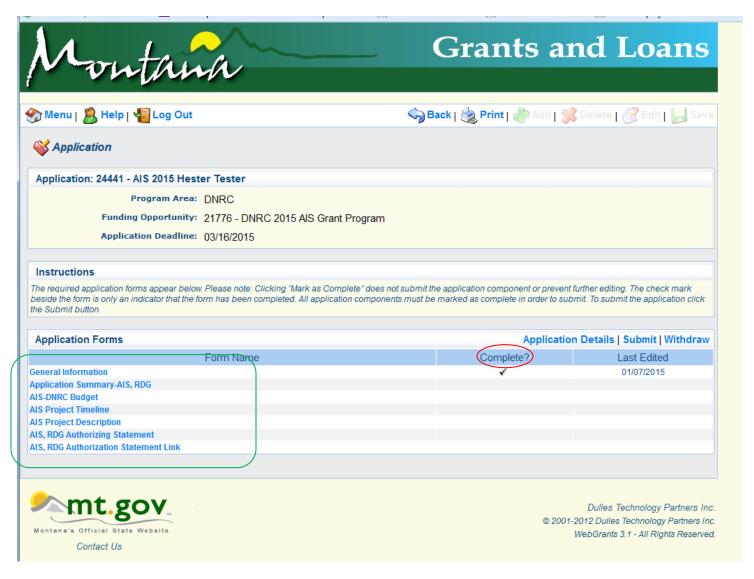


This screen allows you to make changes to the project title by clicking on "Edit" or to continue to the application forms by clicking on "Go to Application Forms." To select additional contacts, designate an authorized contact or make other edits to this screen, click "Edit" to add those individuals.



You can see all the forms that need to be completed for this type of application. <u>REMEMBER</u>: the column "Complete?" must have a check mark in it for each form before WebGrants will allow the application be submitted.

6. Now, you can click on any form and begin filling in the required information for that form.



<u>Time Saver Tip:</u> you can draft your narrative information in Microsoft Word, save that file, and then copy and paste it into the form you are working on in WebGrants. This will also prevent you from losing data while working on the application due to system time outs.